

Job Description  
*Missouri State Highway Patrol*

Class Title: Criminalist I - DNA Casework

Title Code: V00517

Effective Date: 04/24/96

Date Reviewed: 07/11/02

Date Revised: 12/27/04

**Immediate Supervisor:** Criminalist Supervisor

**Position Supervised:** None

**FLSA Classification:** Non-exempt

**Working Hours:** An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is an entry-level position where the employee performs technical work in the scientific analysis of body fluids. An employee in this position participates in a formal and on-the-job training program. Work is performed under immediate supervision.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Under close supervision an employee:

Regularly examines and analyzes submitted criminal evidence for the presence of body fluid samples (e.g., blood, semen, vaginal secretions).

Regularly examines forensic evidence that may be soil laden, maggot infested, putrefied, rank, and/or otherwise unpleasant.

Confers with supervisor reference the appropriate test methodology based on the quantity and quality of the submitted sample.

Confers with supervisor to determine which items are most likely to associate or disassociate the victim or suspect with a crime scene.

Regularly works with a variety of potentially hazardous materials (e.g., HIV, hepatitis, and/or unknown pathogen contaminated body fluid evidence; unidentified chemicals on evidence; radioactive isotopes used to perform DNA analysis).

Performs complex scientific techniques including, but not limited to, DNA PCR analysis, semen and blood identification, species determination, etc.

Participates in formal and on-the-job training in the scientific analysis of body fluid samples.

Interprets test results obtained from the proper microscopic and biochemical methods.

Observes other criminalists conducting crime scene investigations; participates in the investigations as needed upon approval of the supervisor.

Routinely testifies as an expert witness in a court of law while maintaining composure under intense cross-examination.

Prepares evidence and exhibits; maintains report files; issues periodic and special reports.

Generates and receives requests to and from other law enforcement agencies, prosecutors, attorneys, etc., reference criminal evidence and crime laboratory procedures.

Studies and assists in revising standard operating procedures, training, quality control, and safety manuals, etc., within the chosen/related discipline.

Learns about and participates in the proficiency testing program for the sections.

Operates standard office equipment (e.g., personal computer, telephone, fax machine, copier, adding machine, etc.).

Participates in and successfully passes practical competency and/or written test(s) prior to assuming casework.

Performs job-related travel, as needed.

Performs other related duties as assigned.

#### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Ability to participate in a formal and on-the-job training program.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to learn the procedures and methods used in the scientific analysis of body fluids.

Ability to confer with supervisor and be guided in the decision-making process.

Ability to work with potentially hazardous and/or decomposed materials as detailed in the description of duties.

Ability to generate and receive requests for information from a variety of individuals reference forensic science.

Ability to discuss graphic topics with competence, impartiality, and professionalism.

Ability to learn and practice safety rules and procedures associated with laboratory equipment and chemicals.

Ability to learn about the compilation and preparation of evidence for presentation in court and the role of an expert witness in legal proceedings.

Ability to perform work in accordance with prescribed procedures, make accurate observations of test results, and prepare accurate records and reports.

Ability to gather, assemble, correlate, and analyze facts to be incorporated into a report of laboratory work and tests.

Ability to maintain composure while under cross-examination in regard to personal and scientific qualification and defend laboratory finding in court.

Ability to work with highly sensitive information in a confidential and professional manner and maintain the information as such.

Ability to distinguish color necessary to perform laboratory tests.

Ability to perform microscopic work for extended periods.

Ability to examine forensic evidence and recognize and identify minute details.

Ability to establish and maintain effective working relations with others.

Ability to properly use laboratory equipment, photography equipment, standard office equipment, and chemicals.

Ability to transport tools, equipment, and evidence necessary to facilitate crime scene investigations.

Ability to perform job-related travel (e.g., appearing in court, facilitating crime scene investigations, and attending training meeting, seminars, etc).

Ability to communicate effectively.

Ability to participate in and successfully pass practical and/or written competency test(s) prior to assuming casework.

Ability to study and revise manuals.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

#### MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Possess a baccalaureate degree or graduate degree in one of the natural sciences; coursework must include 20 semester hours in biology (course credit in genetics, biochemistry, molecular biology, recombinant DNA technology or other subjects which provide a basic understanding of the foundations of forensic DNA analysis should be included in hours course credit in statistics and/or population genetics is recommended).